

SECRET


Approved For Release 2002/05/07 : CIA-RDP85-00375R000100120023-4 OCT 1963

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Reporting Employee Emergencies

REFERENCE : Memo fr DD/S to D/Pers, D/Sec, and C/Med Staff dtd 28 Oct 63,
same subject (copy attached)

1. Referenced memorandum establishes the use of a new Form 901a for reporting employee emergencies to senior Agency officials. Use of this form is intended to replace the present system for notifying such officials by telephone.
2. As indicated in the attached memorandum, Form 901a will be originated in the Office of Personnel, the Office of Security, or the Medical Staff, whichever receives first report of the emergency, and sent via pneumatic tube to the Deputy Director (Support), the Executive Director, the office of the Deputy Director concerned, and such other officials as appropriate.
3. Within the Office of Personnel, Form 901a will normally originate in the Benefits and Services Division but will be forwarded to the Executive Assistant for release. The Executive Assistant will determine what further distribution shall be made on the basis of the significance of the emergency and the parties of probable interest. The minimum copy requirement will be original and four with the understanding that most incidents will be routinely reported to the Deputy Director (Support), the Executive Director, the Deputy Director concerned, and the Chief, Medical Staff or the Director of Security. One file copy will be retained in the office of the Director of Personnel.
4. Initially, it is requested that you initiate Form 901a to cover any incident of the type previously reported to this office by telephone even though it may not appear of sufficient significance or urgency to warrant further reporting.
5. Incoming Forms 901a received from the Office of Security or the Medical Staff will be screened by the Executive Assistant to bring to my attention those of special urgency or importance and forwarded to you.
6. None of the above procedure is intended to modify or interrupt your present excellent relationships in coordinating these matters with the Office of Security, Medical Staff, Central Cover, and the operating components concerned.


Director of Personnel

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Attachments: A/S

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GROUP 1
Excluded from automatic
downgrading and
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4 SEP 1963

NOTE FOR : EMPLOYEE EMERGENCY FILE

In the State of Virginia persons under 21 are minors and are still considered minors even though they are married. Consequently, a guardian must be appointed for widows under the age of 21 in order for them to receive the various statutory benefits to which they are entitled as a result of their employee husband's death, e. g. , FEGLI.

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